



STUDENT IS TRAVELING

DETERMINE HOW THIS TRIP WILL BE PAID (advisor, award, etc.)
WHAT ACCOUNT WILL BE USED

Student travel
Participation in event/trip is purely for academic purposes/advancement.

Determine if the trip falls under work as an **employee** or as a **student**

Employee travel
Participation in event/trip is on behalf of/for the advancement of the university.

Driving

Flying

Driving

Flying

Renting a vehicle is recommended as only employees can report mileage or use a University vehicle. A personal card must be used to book directly with the vendor (not Concur)

It is recommended that you use an advisor's Procard through Concur as this makes the expense reporting easier

If travel is over 500 miles, complete an Air vs Auto form and cost comparison

This should be booked through Concur with either a personal card or an advisor's Procard. You must book the most economical and feasible option

This should be booked through Concur with either a personal card or an advisor's Procard. You must choose the cheapest flight that reasonably meets your needs

Keep all gas receipts for reimbursement (including the rental)

Gather an agenda/itinerary/schedule

Use a Procard for gas if feasible, if not, use personal. ALWAYS keep receipts

Gather an agenda/itinerary/schedule for your own Concur report/your advisor's (if you used their Procard)

Send all documentation to your advisor (if booked on their Procard) or Zoë (for direct reimbursement)